

CLEMSON UNIVERSITY STAFF SENATE
June 12, 2012, 10:30 AM, Seminar Room I, Madren Center

Minutes

Members Present: Kay Bagwell, Matt Bundrick, Deb Charles, Karen Countryman, Anne Cummings, Kim Fisher, Linda Galloway, Shelly Geer, Gail Gilbert, Debra Goss, Christopher Greggs, Leslie Hasselbach (conference call), Trudy Houston, Wendy Howard, Sharon Kimbell, Julia Lusk, Rusty McDonald, Beth Newton, Angela Nixon, Carol Pike, Judy Pruitt, Meshelle Rabon, Sarah Reeves, Chris Sober, David Stancil, Judy Tribble, Cathy Welton, and Tina White

Members Absent: Brandie Bargeloh, Pam Barnhill, Tim Drake, Karen Erickson, Wilder Ferreira, Michael Gilstrap, Shirley Hagood, Adam Hunter, Julie Jones, Reba Kay-Purdessy, Amanda Menefee, Stella Moore, Dede Norungolo, Andy Riggins, and Mandy Wright

Guests Present: Debra Arila (Ricoh), Dave Crockett (Retired Staff Member and Past President), Jason DeStratis (Ricoh), Gary Durham (Ricoh), Lisa Knox, John Mueller, Mike Nebesky, David Oldstrom (Ricoh), Merritt Rechicha, Tom Ward, and Matt Watkins

President Julia Lusk welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the May 8, 2012 Staff Senate meeting as submitted. Karen Countryman seconded the motion and the vote was unanimous. The minutes were approved.
2. **Special Order of the Day**
 - A. A team from Ricoh, the provider for Clemson's Managed Print Services, gave a presentation on Clemson's plan for managed print (Attachment A).
3. **Open Commentary**
 - A. CU Research Magazine – Angela Nixon distributed a copy of the spring 2012 issue of Clemson's new research magazine, Glimpse, to Senators and guests. The magazine is written for a general audience about Clemson's research. The magazine is published twice a year and is free to subscribers. To sign up go to <http://www.clemson.edu/glimpse>.
4. **President's Reports**
 - A. **Board of Trustees** – The Summer Quarterly will be held in Clemson and is scheduled for July 19-22. Reports are due to the CFO no later than June 27th.
 - B. **Faculty Senate Budget Accountability** – BAC met on June 5th (Attachment B).
 - C. **President's Cabinet** – The Cabinet met on May 14th. Minutes from the meeting were distributed via e-mail to the Senate for review on June 11, 2012.
 - D. **Mission Statement Committee** – A committee is revising the mission statement approved by the Board of Trustees this past February. The campus community was asked to provide input via a message distributed by Inside Clemson. Comments on the revision can be submitted at <http://blogs.clemson.edu/sacs/> or sent directly to the Jeremy King at jking2@clemson.edu or Julia Lusk at mcbride@clemson.edu.
 - E. **Other:**
 1. **Administrative Council**, John Mueller for Michelle Piekutowski. The Council is preparing for the Board's Summer Quarterly meeting in July.

2. **Human Resources**, John Mueller. 1) The State Employee Recognition Day lunch held on May 9th was well attended. Mueller extended thanks to Chris Greggs for coordinating the event and to Aramark for donating the food. 2) HR staff members are getting settled in their temporary work locations. The mailbox located at ASB is still operational, but mail can be delayed by 1 day when dropped off in the box. 3) The survey on customer service is ending and Mueller thanked everyone that participated in the survey.
3. **Legislative Update**, Deb Charles. The General Assembly adjourned on June 7th and will return on June 19th. Retirement bill H.4967 is still in conference committee.
5. **Treasurer's Report**, Karen Erickson. The balances as of June 8th are as follows: (a) Vending: \$3,934.18; (b) Staff Senate funds: \$1,066.74; (c) Travel: -\$43.92; and (d) Staff Development: \$4,146.10. Karen Countryman moved to approve the report as submitted. Tina White seconded the motion and the vote was unanimous. The report was approved.

6. Committee Reports

A. Standing Committees

1. **Activities**, Julie Jones. Activities met June 5, 2012 to discuss our committee goals, the annual food drive and the fall fundraiser. The annual food drive will be moved from the 2012 fall semester to the 2013 spring semester since donations requests are so high during the Thanksgiving/Christmas months. This will also allow us to focus on supporting the fundraiser this fall. Scholarship and Activities are in the process of scheduling a joint meeting to discuss the 5K event.
2. **Communications**, Angela Nixon and Reba Kay-Purdessy. No report.
3. **Membership**, Karen Countryman. No report.
4. **Policy and Welfare**, Chris Sober. No report.
5. **Scholarship**, Beth Newton and Carol Pike. A presentation was shared with the Senate on the Sprint for Success 5K scheduled for November 3rd (Attachment C). Senators were briefed on the race course, registration, sponsorships, and much more.

B. University Committees

1. **Accident Review Board**, Julia Lusk. The Senate is seeking an alternate member to serve on the Worker's Compensation committee. Matt Bundrick was appointed.
2. **Campus Recreation**, Tina White. Dave Frock from Colorado State University was selected as the new campus recreation director.
3. **Joint City-University Advisory Board** – Team Up for Clemson's October 27th regatta is sponsored by JCUAB (Attachment D). The Senate is seeking nominations to fill one seat on the committee. Karen Countryman was appointed.
4. **Solid Orange Campaign** - Brandie Bargeloh, Cathy Welton, and Tina White were appointed to represent staff.
5. **Student Conduct Code Review** - The Senate is seeking nominations to fill two seats on the committee. Angela Nixon and Judy Pruitt were appointed.
6. **Staff Development Program**, Deb Charles. Congratulations were extended to Senators Meshelle Rabon and Debra Goss on completing the FY12 Staff Development Program and to Senators Trudy Houston, Wendy Howard, and Judy Pruitt for being selected to participate in the FY13 program. See below for a complete listing of new participants for 2012-2013.

Phillip	Addington II	Univ Fac:Maintenance Services
Sidney	Blackwell	Univ Fac:Maintenance Services
Laura	Clay	Community and Ethical Standards
Leigh	Dodson	CAFLS Business Office
Lona	Emanuel-Dunston	Michelin Career Center
Teresa	Fishman	Rutland Institute for Ethics

James	Gilchrist	LPH/SCMPID
Terry	Green	Univ Fac:Maintenance Services
Andrea	Grimes	University Libraries
Susan	Hiott	University Libraries
Jimmy	Holliday	CCIT Planning & Resource Mgmt
Trudy	Houston	Customer Suppt & Personal Comp
Wynona	Howard	Electrical & Computer Engr
Lynne	Marcus	Michelin Career Center
Daphne	Nessler	CCIT ESA
David	Ouellette	Musser Fruit Research
Sonia	Parker	Clinical Ed/Pract&Med Surv Pro
Christine	Prado	Office of Creative Services
Janice	Prater	University Libraries
Judith	Pruitt	University Libraries
Jill	Richard	IPTAY Operations
Marian	Robinson	Dean of Health,Educ,HumanDev
Sherry	Volrath	University Libraries
Gary	Whitner	Univ Fac:Custodial-Recycle Svs

7. Unfinished Business

- A. **Habitat for Humanity House**, Julia Lusk. A crew of two worked on landscaping on Saturday, June 9th. That concluded the faculty and staff work at the house. A house dedication will be planned for late summer or early fall.
- B. **Clemson Honor Creed Resolution** - Angela Nixon read the creed (Attachment E) and Matt Bundrick moved to open the floor for discussion. Deb Charles seconded the motion and discussion followed. Nixon explained that the creed was written by a committee of faculty, staff, and students. Angela Nixon moved to adopt the resolution as read and Chris Sober seconded the motion. The vote was unanimous. The University Honor Creed was adopted as read.

8. New Business

- A. Julia Lusk participated in all three May graduations on behalf of the Staff Senate. Lusk reported that she found the experience rewarding and encourages staff to participate in the August graduation.

9. Announcements: None.

10. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, August 14, 2012, 10:30 a.m., Seminar Room I, Madren Center

FACULTY SENATE BUDGET ACCOUNTABILITY COMMITTEE
MEETING MINUTES

ANTONIS KATSIYANNIS, CHAIR

June 5, 2012; 1:00 to 2:00; 206 Sikes

Present: Brett Dalton, Doris Helms, Wickes Westcott, Julia Lusk, Susan Chapman, Antonis Katsiyannis

Guests: Elizabeth Milam, Student Financial Aid

Salary Report Release

January 31, 2013 is the expected date for the salary report to be released. Last year's delays were the result of verifying pay increases above 6%. There is a summer "try-out" to improve process and collect needed info in a timely fashion.

The CFO will provide an overview of "trends" in pay increases...

- Percent of faculty at the university/college level getting merit pay increases; range of percent increases at the university/ college levels
- Percent of administrators at the university/college level getting merit pay increases; range of percent increases at the university/ college levels
- Likewise for bonuses
- Explanations to be included for over 6% raises...

Lab Fees Update

Lab fees will be go directly to the departments generating them (not the College)

Financial Aid at Clemson

Recent initiatives undertaken by the Student Financial Assistance Office has resulted in improved freshman class and overall satisfaction (e.g., yield on Palmetto fellows with 1350+ SATs went from 43% to 50%; Out-of-state scholarship students-1250 SAT/Top 10% went from 12% to 21% - from Fall 2011 to Fall 2012; Honor student applications up by 16%). Scholarships are now offered in tiers based on SAT/ACT and rank in class.

Initiatives - A simple tool regarding the FED requirement for Net Price Calculator is located at:

http://workgroups.clemson.edu/A_A_5690_OIR/cunpc/index.cgi. The NPC gives prospective students an estimate of the amount of aid students similar to them received in the past.

The new recruitment model (scholarship structure and Admissions marketing initiatives) may be a possible presentation at a future Faculty Senate meeting.

Challenge - Satisfactory Academic Progress (for continuing enrollment and graduation) is a FED requirement that was significantly changed. The policy is not new but now is more heavily regulated. Academic advisors may be called upon to help student craft an "academic plan" to meet the minimum cumulative GPR and maintain a satisfactory pace of completion of hours attempted.

Team Up for CLEMSON®

OCTOBER 27, 2012

Rain Date:
Sunday, October 28th

Entry fee

\$50/person
or
\$300/team

Competitive Classes

Nonprofit Charities	Colleges
Churches	Food and Beverage Industry
Fraternities	Service Organizations (Mayor's Cup)
Sororities	

Row

your boat

Race

your friends

Raise money

for a good cause

Celebrate the distinctiveness of Clemson – a vibrant college town, a major research university, a #1 ranking for town-gown relations, a lakefront location, a championship-caliber women's rowing team and an abundance of competitive spirit.

Sign up today to be a part of the first annual Team Up for Clemson – a new community/university event that teams three highly-trained student-athletes with six determined amateurs in a race for glory, a trophy, bragging rights and the benefit of local charities.

Team Up for Clemson will be held on the university's buoyed, six-lane course, visible from the Clemson Rowing Boathouse on the western edge of campus.

University Head Coach Robbie Tenenbaum, assistant coaches and team members will provide the boats, equipment, expertise and training. You provide the spirit.

Sponsorship Opportunities

All sponsors will be featured on the event website, promotional materials and signage.

Sponsor a Competitive Class Trophy	\$300
Sponsor a team	\$300
Join a team	\$50

* Checks payable to: Joint City Advisory Board

**Proceeds above
expenses will
support local
charities.**

Team Up for Clemson is sponsored by Joint City-University Advisory Board

**A Resolution
To Create and Support the Clemson University Honor Creed**

Purpose: To create and support the Clemson University Honor Creed.

Whereas, The Clemson community has, as a result of tradition and historical conduct, developed an intrinsic set of core values by which its members live, and

Whereas, a committee of undergraduates, graduates, faculty, and staff solicited value statements from all aforementioned groups and from these statements created an Honor Creed representative of the values and beliefs of members of the Clemson community, and

Whereas, the proposed creed represents values and tenets held by generations of those connected to Clemson University.

Therefore, be it resolved by the Clemson University Staff Senate assembled in regular session the following:

That, the Staff Senate supports the creation of a Clemson University Honor Creed.

That, the Staff Senate supports the Clemson University Honor Creed suggested by the Honor Creed Committee, which reads:

As a member of the Clemson University community, I vow to uphold the university's core values of honesty, integrity, and respect. I promise to demonstrate these core values daily during my time at Clemson and throughout life:

I will engage in authentic and honest dialogue

I will treat others with respect and learn from their ideas and opinions

I will display integrity by doing what is right and addressing wrongs in my community

I will refrain from lying, stealing, and cheating

I will make responsible decisions regarding the health and safety of myself and others.

By adhering to this creed, I represent Clemson with dignity and integrity; I hold myself accountable to the students, faculty, staff, and alumni of Clemson University.

That, the Staff Senate supports the distribution of this creed to members of the Clemson University community including undergraduates, graduates, faculty, staff, and alumni so that they may voluntarily pledge themselves to the tenants of the creed.

That, under no circumstances should one's vow to follow the creed result in official university punishment or sanctions.

That, upon passage of similar resolutions of support from the Undergraduate, Graduate, and Faculty Senates and approval by needed authorities including the University Administrative Council and Board of Trustees, this body will support the launch of the honor creed and will add the honor creed to necessary documents of governance as deemed appropriate.



Managed Print Services Overview

June 12, 2012

Presented by:
Ricoh USA

**Managed
Document
Services™**
MPS and Beyond

- 2008-2009 Budget IT Task Force Identified Savings Opportunity in Printing on Campus
- 2010 – Student Print Quota Policy Implemented
- 2011 – Clemson Evaluated Proposals for Managed Print Services to Address Non-Student Printing

What is Campus Managed Print



1. Managed Print Services (MPS) offers Clemson tools to save money in your operating budget
2. Ricoh will work with you so that you are able to pick your own solution that supports the uniqueness of your department and respects individual faculty & staff needs
3. Encompasses a wide range of services including:
 - a.) A single source contractor for handling break/fix
 - b.) A consultative approach that focuses on a gradual shift in user adoption and technology transformation

Study Findings – Campus Print

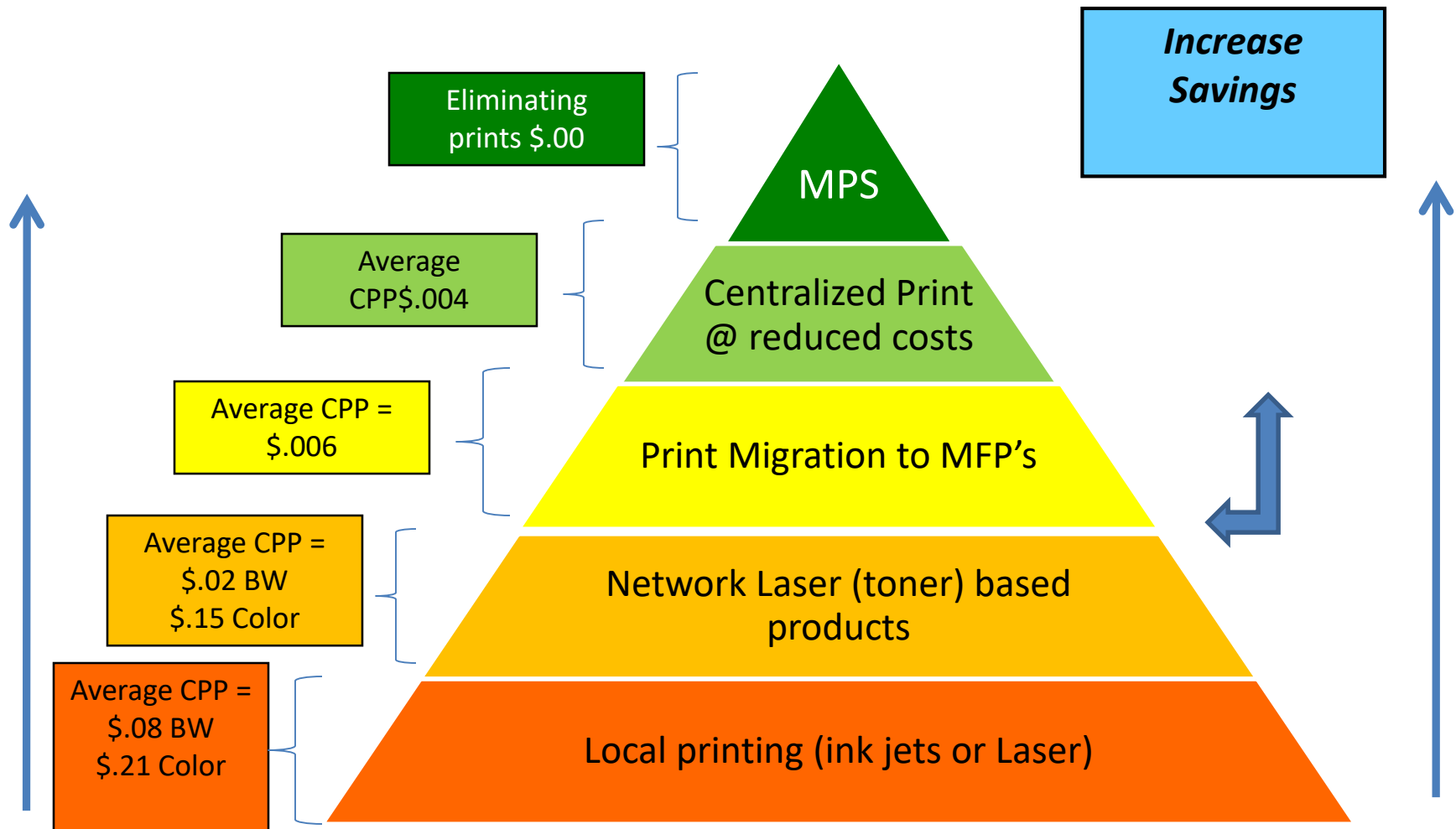
- Total of 3,453 Printers on Campus
- 2,665 local printers with 788 Networked Desktop Printers
- 478 Different Printer Models
- 350 Models have a quantity of 3 or less
- Clemson 1.3:1 Knowledge worker to device ratio
- Gartner defines “good” as 7:1 knowledge worker to device ratio
- Printer Fleet 42.87 million pages per year

Future State – Campus Print

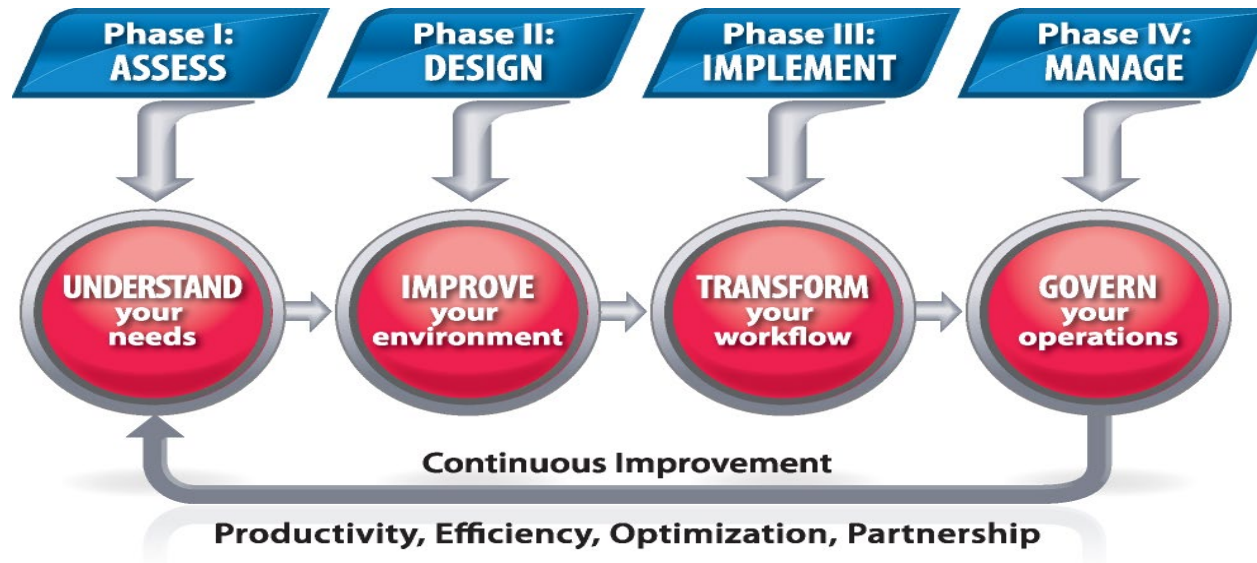
Where we want to be:

- Less Money spent on printing so departments can redirect operating budget to higher and more important projects
- Accomplish goals at a lower cost point by utilizing new managed print technology and services
- A more “wired” print environment which expands access and improves security
- Optimized process that seek to remove print altogether

Output Engine Cost Continuum



How are we going to reach our future state: A Phased Approach to Savings



- Assess
 - ▶ Coordinated analysis to define the current state of document output and workflow
- Design
 - ▶ Recommendations to enhance efficiencies, productivity and cost effectiveness based on the customer's short and long-term objectives
- Implement
 - ▶ Align Clemson's print environment to the targeted future state
- Manage & Rationalize
 - ▶ Manage the solution. Identify potential for business process improvement to eliminate paper

What is Most Important to Know



- You have a voice in every decision
- Your solution is up to you
- Every department is unique as is every individual
- This program is about working together to help each department achieve its goals and objectives
- Money spent by your department on print can be saved and used on projects you believe to be more valuable/important than printing

The On Campus Print Shop



- Print Shop Coming Soon as it is under construction
- Retail Store Front with fast turn around time
- A place where we will service any print needs you may have
- We are working with users on campus and would welcome feedback.
- If you would like to be part of a group looking at processes for the print shop please contact: John Gilbert @864-616-8578

Moving Ahead



- Supplies and equipment will be provided to the campus by Ricoh
- A dedicated team of experts are on campus to help support your needs



Open Discussion

**Ricoh Extends its Deepest
Appreciation and
Gratitude**